

Riverview Psychiatric Center

Executive Leadership

Date: March 8, 2006

Committee Members Present:

- √ David Proffitt, Superintendent
- √ William Nelson, Medical Director
- Arlene Emery-Kaufman, Director of Nursing
- √ Bob Patnaude, Safety Director
- √ Barbara Sylvester-Pellett
- √ Brian Daskivich, Deputy Superintendent

- √ Jamie Morrill, Deputy Supt. of Adm. Services
- Terry O'Neal, Admission Coordinator
- Lauret Crommett, Director, Education & CPI
- √ Lucia Nadeau, Personnel Officer
- Leon Beulieu, Business Manager
- √ Holly Dixon, Peer Support Supervisor
- Teresa Mayo, Director of Psychology

Guests:

Minute Recorder: Pearl Allen

Next Meeting: March 22, 2006

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Review of February 22, 2006 minutes. Correction to page 4 to read <u>David requested three duress transmitters be available to select visitors</u> and remove Helen Bailey's name. Under Grievances, change 40 to 37 for January.	Minutes approved with corrections.	C. Lalime
Superintendent's Report	<p>NCR population going back to court for new hearing. Information sent to Dr. LeBlanc and then will be submitted to the District Attorney and judges. New policy expected in a few weeks.</p> <p>Administrator on Call schedule</p> <p>Gary Remal of the Kennebec Journal requested a copy of our Administration Segregation policy.</p> <p>The OPEGA Report included an audit of the Bed Review Committee Report. David to talk to the Oversight Committee relative to these issues on March 15. We are reconstructing how we capture data.</p>	<p>Informational</p> <p>Redo for Brian, Dave and Jamie</p> <p>Informational</p>	<p>David Proffitt</p> <p>C. Lalime will fax it to him.</p>

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	David wants Education Report added to the Agenda	Informational	
Initiatives	.Another revision has been made to the Administrative Segregation policy, which will be signed and implemented today. Videotaping will be implemented	Document client's reaction while in AS. This will give us the ability to broaden the assessment of being alone while in AS, such as sensory deprivation, negative impacts, and episodes of discomfort.	
Risk Management	Lauret and Patrick. working with new hire for an extended period of time. Quality Council Charter approved.	Informational Informational	B.J. Sylvester-Pellett
Environment of Care	Need a safety plan to see who has the responsibility to go to the door to unlock and remove client from SRC/AS Evacuation chair plan before the Safety Committee. Patrick Cote has already trained 50 people. David wants all NODs and Nurse IVs	Review our fire safety plan around clients in SRC or restraint and set up competencies for all staff. Review in 2 weeks. David wants everyone trained	Bob Patnaude Bob Patnaude will ask Patrick

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	<p>trained with the use of the chair. Also wants chairs installed on units today.</p> <p>Utility Failure Form has been used 2 times already and attached to the Incident Report. Form also has to be reported by Operations and completed by Joe Silva/Rick Levesque.</p> <p>Work on Lower Saco nearly complete. Door to Chart room needs to be constructed still.</p> <p>David is requesting a workable intercom system between unit and AS for communication purposes.</p> <p>Jamie Morrill will give David an updated list of all completed work on units.</p> <p>Jamie Morrill reported the Safety Committee had no consensus regarding the breakaway badge holder.</p>	<p>To be incorporated into Safety Manual and written procedure established.</p> <p>Informational</p> <p>Informational</p>	<p>Cote to train everyone.</p> <p>Bob Patnaude</p> <p>Bob Patnaude</p> <p>Jamie Morrill</p>

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Nursing Director's Report	David informed the committee that the Director of Nursing, Arlene Emery-Kaufman, is out on a family leave until 4/6/06.	David will revise the leadership plan upon Laurets return from vacation.	David Proffitt
Personal Report	Down to three nurse vacancies and 6 MHW vacancies with applications on file for each category. Position for Director of Social Services is advertised as well.	Informational	Lucia Nadeau
	David asked Lucia Nadeau to write a policy that would place management on notice whenever an employee under medication may be comprising his ability to do the work required	Prepare policy	Lucia Nadeau
	Request for a forensic stipend to increase incentives for educational development	Informational	
Grievances	20 less grievances than reported last month.	Informational	Holly Dixon
Budget	Jamie reported a surplus for last payroll of \$16,516.00 and \$430,000+ for year end. \$630,000 for all other budget	Informational	Jamie Morrill
New Business			
Policies	MM 6.20 approved HR 42.0 approved .		
Meeting adjourned at 11:45			

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